Accounting with Tally Certificate Course

Syllabus

No.	Contents to be Covered	Time Durations
1.	Basics of Accounting, and Accounting Cycle	2 Hours
2.	Introduction to Tally, and Company Information	2 Hours
3.	Creating Groups, and Ledger Accounts	2 Hours
4.	Voucher Types, and Voucher Entry – Part I	2 Hours
5.	Practice Session – I	2 Hours
6.	Voucher Entry – Part II	2 Hours
7.	Closing Entries, and Adjustments	2 Hours
8.	Practice Session – II	2 Hours
9.	Debit Note, Credit Note, and Bank Reconciliation Statement	2 Hours
10.	Memorandum, Optional, Post - dated, and Reversing Vouchers	2 Hours
11.	Display, and Print Books / Reports	2 Hours
12.	Revision	2 Hours
13.	Examination	2 Hours

Objective of this course:

1. This course helps students to work with well-known accounting software i.e. Tally ERP.9

2. Student will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software

3. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

Outcome from this course:

1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9

2. Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software

3. Students do possess required skill and can also be employed as Tally data entry operator.